



UNITED STATES MARINE CORPS
WEAPONS TRAINING BATTALION
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20059
CAMP LEJEUNE NC 28542-0059

Canc: Sep 2017

WTBNBul 1500
MTU

WEAPONS TRAINING BATTALION BULLETIN 1500

From: Commanding Officer, Weapons Training Battalion
To: Distribution List

Subj: WEAPONS TRAINING BATTALION BULLETIN (WTBNBUL) 1500 FOR FY17 COMBAT
MARKSMANSHIP TRAINER (CMT) COURSE AND COMBAT MARKSMANSHIP COACH (CMC)
COURSE

Ref: (a) MCO 3574.2L
(b) NAVMC 3500.41A

Encl: (1) FY17 CMT/CMC Course Dates
(2) CMC Screening Checklist
(3) CMT Screening Checklist
(4) Gear List
(5) Sample Equipment Repair Order (ERO) for Limited Technical
Inspection/Pre-Firing Inspection (LTI/PFI)
(6) Sample Detail Roster
(7) Disenrollment Procedures
(8) Student Evaluation Program Policy Letter 5-15

1. Purpose. This bulletin will provide units of II Marine Expeditionary Force, Marine Corps Installations East, Marine Corps Forces Special Operations Command, and Training and Education Command units located in eastern North Carolina with the necessary information to ensure their Marines are prepared to attend the courses conducted by the Stone Bay Marksmanship Training Unit (MTU), Weapons Training Battalion (WTBN), Camp Lejeune, North Carolina.

2. Cancellation. WTBNBUL 1500 Dated -----

3. Background. In accordance with the references, MTU certifies Marines as Combat Marksmanship Coaches (CMC) Military Occupational Specialty (MOS) 0933, and Combat Marksmanship Trainers (CMT) MOS 0931, to provide required marksmanship training and to ensure that all units aboard Marine Corps Base Camp Lejeune and the surrounding geographic area have the capability to meet the requirements of the Marine Corps Combat Marksmanship Program (MCCMP).

4. Action

a. MTU Officer in Charge

(1) Assume staff cognizance of CMT/CMC courses including curriculum development, staffing, scheduling, execution and reporting.

(2) Responsible for accountability, discipline and recognition of CMT/CMC students.

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- (3) Provide ten CMC courses and six CMT courses in FY17.

b. MTU Staff Noncommissioned Officer in Charge

- (1) Serve as the subject matter expert to CMT/CMC courses.
- (2) Supervise day to day operations of the CMT/CMC courses.
- (3) In coordination with S-3 and S-4, schedule required training venues and resources in support of CMT/CMC courses.
- (4) Schedule Marine Corps Association representative to conduct a brief for FY17 CMT/CMC courses.
- (5) Advise MTU OIC on CMT/CMC curriculum, staffing, scheduling, reporting, and execution, to include recommending students for dismissal and special recognition as necessary.

c. MTU Training Specialist

- (1) Receive and coordinate nominations for CMT and CMC courses in MCTIMS.
- (2) Coordinate and execute administrative functions pertaining to the check-in, disenrollment, and graduation for the CMT and CMC courses.
- (3) Maintain a data base of all graduated CMT and CMC students.
- (4) Schedule ranges as required for all CMT/CMC live fire events.

d. S-3. Provide (60) rifle range quotas for FY17 CMC courses per the dates provided in this Bulletin. Ensure that students are on the morning relay and released back to training upon completion of firing.

e. S-4. Coordinate with the MTU SNCOIC no later than 10 days prior to each class report date to establish a timeline for target building and target pickup.

f. Supply. Be prepared to provide supplies required to support MTU CMT and CMC Course operations.

5. Coordinating Instructions

a. Student Nomination. In order to secure a school seat, by name nominations should be submitted to the MTU as soon as possible, but not less than two weeks prior to the check in date of the course. The format for nomination submissions is contained on the MTU page of the WTBN website: <http://www.lejeune.marines.mil/Units/WeaponsTrainingBattalion/mtu.aspx>. Screening Checklists must be completed on all nominees. Checklists will be presented to MTU personnel at check-in. The waiver of any item on the checklist must be approved by the MTU OIC or SNCOIC two weeks prior to check-in. Enclosures (2) and (3) contain sample CMC and CMT Screening Checklists. Points of contact for nominations are the MTU Training Specialist at 910-440-2060/email alfred.j.karle@usmc.mil and the MTU SNCOIC at 910-440-2027.

b. General Guidelines

(1) CMC. Students will report to building RR-50 at 0700, but no later than 0900, on the check-in date with a completed FY17 Screening

Checklist and all of the weapons and optics, and supporting paperwork listed in the appropriate enclosures. Students who arrive after 0900 will not be admitted to the course. Due to holidays and special liberty periods, check-in may occur on a different day than the Friday prior to the course start date.

(2) CMT. Students will report at 0700, but not later than 0730, to RR-50 on the reporting date listed in enclosure (1), which is normally the Monday the course convenes. Students not reporting on time will be dropped from the course. CMT students will report with a FY17 Screening Checklist, and note taking material identified in the appropriate enclosures. Students must also bring green on green PT gear to check in. They will be weighed in upon check-in, in accordance with reference (c).

(3) Students who have not submitted all required check-in documents by 1130 on check-in day will not be admitted to their respective course.

(4) Units should check the Weapons Training Battalion MTU site at <http://www.lejeune.marines.mil/Units/WeaponsTrainingBattalion/mtu.aspx> for updates.

c. Weapons and Optics. CMC students need to arrive at check-in with the documents listed in paragraphs 5.c.(3) subparagraphs (a) and (b) below.

(1) Units are responsible for providing all required weapons and optics for their Marines, and transporting those weapons and optics to and from the course. It is the unit's responsibility to ensure all weapons and optics are in serviceable condition prior to the student's departure from their parent command. Units are strongly encouraged to provide a minimum of 10% stock rifles, and stock pistols for their Marines.

(2) Student's weapons and optics must be stored in the WTBN armory during the course, and will be checked into the armory during their course check-in process.

(3) The following documents are required for the storage of weapons and ordnance material in the WTBN armory for CMC students. Examples can be found on the WTBN web site at <https://lejeune.usmc.afpims.mil/Units/WeaponsTrainingBattalion.aspx>. Examples are also provided in the enclosures.

(a) Equipment Repair Order (ERO) for limited technical inspection/pre-firing inspection (LTI/PFI). Example is shown in enclosure (5).

(b) Detail Roster for all Marines from their parent unit with an itemized list of equipment being stored in the armory. These letters must be hard copy signed by the unit Commanding Officer or Acting. Letters signed "By direction" or other signatures will not be accepted for weapon transfers. All listed serial numbers must be correct. One discrepancy nullifies the roster. Example is shown in enclosure (6). Forward an advanced copy of the detail roster one week prior to the class check-in day to alfred.j.karle@usmc.mil.

6. Administration and Logistics

a. A complete list of pre-requisites can be found in enclosures (2) and (3). Marines DO NOT need a qualification score for FY17 to attend the Combat

Marksmanship Coach Course. They will qualify with both the M9 service pistol and M4 carbine/M16A4 rifle with Rifle Combat Optic during the course.

b. School seats will be filled on a first come first serve basis, and at the discretion of the MTU OIC and SNCOIC. In order to support as many units' needs as possible; battalions, squadrons and schools are limited to 6 seats per class. Units are not entitled to 6 seats per class, the MTU is required to support the entire Camp Lejeune area.

c. In order to attend the CMT course, Marines must be a Corporal or above. This requirement will NOT be waived. They must also be certified as a CMC, MOS 0933 and serve for 6 months as a CMC.

d. Disenrollment Procedures. See enclosure (7).

5. Command and Signal

a. Command. Commands are encouraged to visit or call the MTU with questions to inquire about their Marine's progress.

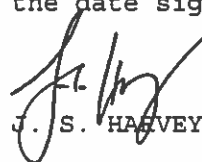
(1) All students who satisfy the requirements of their respective course will graduate in a formal ceremony typically held at 0900 on the final day of the course. The uniform for graduations is the Utility Service Uniform. Family members and unit representatives are encouraged to attend the graduation ceremony.

(2) Graduating Marines will receive a certificate, CMT/CMC card and appropriate lesson plans in order to conduct training at their respective units. Marksmanship scores from Combat Marksmanship Coaches Course for those Marines requiring Annual Qualification scores, and recording of the CMT/CMC MOS will be run by the WTBN Administration Section.

b. Signal

(1) The points of contact on matters pertaining to this bulletin are the MTU Training Specialist at 910-440-2060, MTU SNCOIC at 910-440-2027, or MTU OIC at 910-440-2705.

(2) This bulletin is effective the date signed:


J. S. HARVEY

DISTRIBUTION LIST: A

Copy to:

II MEF, G-3
2d MARDIV G-3
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MCB CLNC, S-3
MCES S-3, TECOM Formal Schools
MCCSSS S-3, TECOM Formal Schools
SOI S-3, TECOM Formal Schools
MCAS New River, S-3
MCAS Cherry Point, S-3
RSU CLNC, S-3

FY 17 CMC/CMT SCHEDULESCMC COURSES

<u>CLASS</u>	<u>CHECK IN</u>	<u>CONVENE</u>	<u>GRADUATE</u>
1-17	14 Oct 2016	17 Oct 2016	4 Nov 2016
2-17	22 Nov 2016*	28 Nov 2016	16 Dec 2016
3-17	20 Jan 2017	23 Jan 2017	10 Feb 2017
4-17	24 Feb 2017	27 Feb 2017	17 Mar 2017
5-17	24 Mar 2017	27 Mar 2017	14 Apr 2017
6-17	28 Apr 2017	1 May 2017	19 May 2017
7-17	2 Jun 2017	5 Jun 2017	23 Jun 2017
8-17	7 Jul 2017	10 Jul 2017	28 Jul 2017
9-17	4 Aug 2017	7 Aug 2017	25 Aug 2017
10-17	8 Sep 2017	11 Sep 2017	29 Sep 2017

CMT COCOURSEES

<u>CLASS</u>	<u>CHECK IN/CONVENE</u>	<u>GRADUATE</u>
1-17	17 Oct 2016	4 Nov 2016
2-17	28 Nov 2016	16 Dec 2016
3-17	23 Jan 2017	10 Feb 2017
4-17	1 May 2017	19 May 2017
5-17	10 Jul 2017	28 Jul 2017
6-17	7 Aug 2017	25 Aug 2017

*Check in day is the Tuesday prior to the Thanksgiving Liberty Period.

MARKSMANSHIP TRAINING UNIT
FY17 COMBAT MARKSMANSHIP COACH COURSE SCREENING CHECKLIST

For Official Use Only –Privacy Sensitive

Privacy Act Statement – This information is collected under the Privacy Act of 1974 (5 U.S.C. 552a) that governs the distribution and/or sharing of information from this file. Disclosure of this information is mandatory in accordance with SECNAVINST 5211.5E and MCO 3574.2L

1. Purpose. To assist parent commands with the selection and screening process for Marines attending the CMC.
2. Information. Parent commands must ensure that their Marines meet all of the pre-requisites and are properly screened. Marines who arrive without meeting the pre-requisites, or have not been properly screened will NOT be enrolled in the course.
3. Waivers. Waivers for specific pre-requisites will be granted on a case-by-case basis. Requests for waivers to include a justification will be submitted to the Weapons Training Battalion MTU OIC or SNCOIC at least two weeks prior to the course start date.
4. Action. One copy of this completed checklist will be brought with the student when checking in. Any Marine found to not meet the prerequisite criteria may be subject to disenrollment at any time.

NAME: _____ RANK: _____
 (Last, First, MI)

EDIPI: _____ UNIT: _____

PREREQUISITE	REMARKS	QUALIFIED
PFC - GYSGT	Commanding Officers should carefully screen Marines to ensure they possess the necessary maturity to serve as a unit Combat Marksmanship Coach.	Yes / No
MINIMUM 1 YEAR TIS AFADBD: _____	To ensure Commander has had sufficient time to observe Marines maturity and sustained performance.	Yes / No
FULL DUTY	Marine is medically and physically qualified for duty. Marine must have a minimum of 20/20 corrected vision.	Yes / No
MINIMUM OBLIGATED SERVICE EAS: _____	Marine is assigned secondary MOS of 0933 and needs to have sufficient obligated service, 1 year after course completion date to justify cost of course attendance.	Yes / No

MARKSMANSHIP TRAINING UNIT
FY17 COMBAT MARKSMANSHIP COACH COURSE SCREENING CHECKLIST

PREREQUISITE	REMARKS	QUALIFIED
RIFLE QUALIFICATION SCORE: _____ DATE: _____	Marine must have previously qualified as a Sharpshooter with the service rifle/carbine.	Yes / No
MEETS PERSONAL APPEARANCE, HEIGHT AND WEIGHT STANDARDS HT: _____ WT: _____ BODY FAT: _____	The Marine must be within the Marine Corps height and weight standards IAW MCO 6110.3.	Yes / No
DISCIPLINARY RECORD	No pending military or civil litigation. No courts-martial within one year.	Yes / No
DISTANCE LEARNING REQUIREMENT	Completed the MarineNet Pistol; BERO8A	Yes / No
PERSONAL AFFAIRS	No existing family, financial, or legal hardships/appointments preventing 100% participation	Yes / No
REQUIRED EQUIPMENT	Marines must possess all required equipment as listed in enclosure (4) of this bulletin.	Yes / No
DOCUMENTATION	A print out of the Marine's BTR is included.	Yes / No

Company Gunnery Sergeant/First Sergeant:

Print: _____ Sign: _____

Date: _____ Phone #: _____

S-3 Representative: Operations Chief/Asst Operations Chief

Print: _____ Sign: _____

Date: _____ Phone #: _____

MARKSMANSHIP TRAINING UNIT
FY17 COMBAT MARKSMANSHIP TRAINER COURSE SCREENING CHECKLIST

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1. Purpose. To assist parent commands with the selection and screening process for Marines attending the CMT Course.
2. Information. Parent commands must ensure that their Marines meet all of the pre-requisites and are properly screened. Marines who arrive without meeting the pre-requisites, or have not been properly screened will NOT be enrolled in the course.
3. Waivers. Waivers for specific pre-requisites will be granted on a case-by-case basis. Requests for waivers to include a justification will be submitted to the Weapons Training Battalion MTU OIC or SNCOIC along with the nomination request.
4. Action. One copy of this completed checklist will be brought with the student to checking in. Any Marine found to not meet the prerequisite criteria may be subject to disenrollment at any time.

NAME: _____ RANK: _____
 (Last, First, MI)

EDIPI: _____ UNIT: _____

PREREQUISITE	REMARKS	QUALIFIED
CPL - MGYSGT	Must be a Corporal or above.	Yes / No
FULL DUTY	Marine is medically and physically qualified for duty. Marine must have a minimum of 20/20 corrected vision.	Yes / No
MINIMUM OBLIGATED SERVICE EAS: _____	Marine is assigned secondary MOS of 0931 and needs to have sufficient obligated service, 1 year after course completion date to justify cost of course attendance.	Yes / No
RIFLE QUALIFICATION SCORE: _____ DATE: _____	Marine must have previously qualified Expert or better with the service rifle/carbine.	Yes / No

MARKSMANSHIP TRAINING UNIT
FY17 COMBAT MARKSMANSHIP TRAINER COURSE SCREENING CHECKLIST

PREREQUISITE	REMARKS	QUALIFIED
MEETS PERSONAL APPEARANCE, HEIGHT AND WEIGHT STANDARDS HT: _____ WT: _____ BODY FAT: _____	The Marine must be within the Marine Corps height and weight standards IAW MCO 6110.3.	Yes / No
DISTANCE LEARNING REQUIREMENT	Completed the MarineNet Basic Instructor Skills Course; BISC-010	Yes / No
DISCIPLINARY RECORD	No pending military or civil litigation. No courts-martial within one year.	Yes / No
PERSONAL AFFAIRS	No existing family, financial, or legal hardships/appointments preventing 100% participation	Yes / No
REQUIRED EQUIPMENT	See enclosure (4).	Yes / No
CMC QUALIFICATION	Must currently hold CMC MOS 0933 for at least six months and have a knowledge base consistent with that MOS. CPP complete.	Yes / No
DOCUMENTATION	A print out of the Marine's BTR is included.	Yes / No

Company Gunnery Sergeant/First Sergeant:

Print: _____ Sign: _____

Date: _____ Phone #: _____

S-3 Representative:

Print: _____ Sign: _____

Date: _____ Phone #: _____

MARKSMANSHIP TRAINING UNIT GEAR LIST

1. The following is the minimum gear that is required for students to attend CMC/CMT. Students are required to bring all the required gear to class when directed to do so by the Chief Instructor.

<u>ITEM</u>	<u>QUANTITY</u>
<u>CMC (ONLY)</u>	
M16A4/M4	1
M9 SERVICE PISTOL	1
PISTOL MAGAZINES	2
PISTOL MAG POUCHES	1
ISSUED M-9 <u>DROP</u> HOLSTER (Req. for CPP)	1
CARTRIDGE BELT	1
M9 CLEANING GEAR (SL-3) COMPLETE SET	1
AN/PEQ-15/16	1
AN/PVQ-31A OR AN/PVQ-31B (RCO)	1
AN/PVS 14B (SL-3 COMPLETE)	1
VICKERS OR APPROVED 3-POINT SLING	1
SLING ADAPTER (for M16/A4)	1
RIFLE MAGAZINE	6
LW HELMET W/NIGHT OPTIC MOUNT	1
FLAK JACKET	1
MAGAZINE POUCH	3
RIFLE WEAPON CLEANING GEAR	1 COMPLETE SET
NOTEPAD	1
PENS/PENCILS	1
ISSUED CAMELBACK/CANTEEN	1
LITHIUM BATTERIES	4
AA BATTERIES	4
SEASONAL SERVICE UNIFORM	1
ISSUED EAR AND EYE PROTECTION	1
GORTEX TOP AND BOTTOM	1
<u>*STOCK RIFLE AND STOCK PISTOL</u>	Number dependent on # students
<u>CMT (ONLY)</u>	
NOTE TAKING MATERIAL	1 SET
SEASONAL SERVICE UNIFORM	1
ISSUED EAR AND EYE PROTECTION	1

SAMPLE EQUIPMENT REPAIR ORDER (ERO) FOR LIMITED TECHNICAL
INSPECTION/PRE-FIRING INSPECTION (LTI/PFI)

FORM NO		SERIAL NO TURNED IN BY (PRINTED NAME)		ACCEPTED BY (SIGNATURE)		DATE		ORGANIZATION DONOR REPAIRS		DEPT AC	
PROJECT NO/DONOR NO		ECN		APPROVAL		DATE		ORGANIZATION		DEPT AC	
OWNER AC		AUTHORIZED BY (SIGNATURE)		DATE		DEPT AC		ORGANIZATION		DEPT AC	
CITY/STATE/COUNTY/COUNTRY		JOB NO		JOB DATE		JOB TIME		JOB STATUS		JOB COMMENTS	
DEPOSIT CASH/STOCKS		OWNER'S PHONE NO		ECC REP NO		REMARKS					

CARD TYPE	INDEX	CHK	MIN	CT	TIME	WEEK	MONOCULTURE	TIME CHG
1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27
28	29	30	31	32	33	34	35	36
37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54
55	56	57	58	59	60	61	62	63
64	65	66	67	68	69	70	71	72
73	74	75	76	77	78	79	80	81
82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99
100	101	102	103	104	105	106	107	108
109	110	111	112	113	114	115	116	117
118	119	120	121	122	123	124	125	126
127	128	129	130	131	132	133	134	135
136	137	138	139	140	141	142	143	144
145	146	147	148	149	150	151	152	153
154	155	156	157	158	159	160	161	162
163	164	165	166	167	168	169	170	171
172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189
190	191	192	193	194	195	196	197	198
199	200	201	202	203	204	205	206	207
208	209	210	211	212	213	214	215	216
217	218	219	220	221	222	223	224	225
226	227	228	229	230	231	232	233	234
235	236	237	238	239	240	241	242	243
244	245	246	247	248	249	250	251	252
253	254	255	256	257	258	259	260	261
262	263	264	265	266	267	268	269	270
271	272	273	274	275	276	277	278	279
280	281	282	283	284	285	286	287	288
289	290	291	292	293	294	295	296	297
298	299	300	301	302	303	304	305	306
307	308	309	310	311	312	313	314	315
316	317	318	319	320	321	322	323	324
325	326	327	328	329	330	331	332	333
334	335	336	337	338	339	340	341	342
343	344	345	346	347	348	349	350	351
352	353	354	355	356	357	358	359	360
361	362	363	364	365	366	367	368	369
370	371	372						

**SAMPLE EQUIPMENT REPAIR ORDER (ERO) FOR LIMITED TECHNICAL
INSPECTION/PRE-FIRING INSPECTION (LTI/PFI)**

QTY: _____ DATE: _____ LTI/PFI PERFORMED
IAW: _____

	SERIAL#	1	2	3	4	5	6	7	8	9	10	11	12	COND CODE	REMARKS
1.															
2.															
3.															
4.															
5.															
6.															
7.															
8.															
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30.															

DISCREPEANCIES

1.	4.	7.	10.
2.	5.	8.	11.
3.	6.	9.	12.

CONDITION CODES			MAINTENANCE CODES		
A	Serviceable	100% Complete	C	1st Echelon	User/Operator/Crew
E	Repairable	0-10% Total Cost	O	2nd Echelon	Organizational Maintenance
G	Kits/Sets/Ches	65-100% Replace	F	3rd Echelon	Direct Support Maintenance
H	ts		H	4th Echelon	General Support Maintenance
P	Unrepairable	Above 65% Item Cost	D	5th Echelon	Depot Maintenance
W	Repairable	11-25% Item Cost			
Y	Repairable	26-40% Item Cost			
	Repairable				

BY (PRINT): _____ SIGNATURE: _____



SAMPLE DETAIL ROSTER

UNITED STATES MARINE CORPS
UNIT LETTERHEAD

3501
S-3
DATE HERE

From: Commanding Officer, **UNIT NAME GOES HERE**
To: Commanding Officer, Weapons Training Battalion, Marine
Corps Base, Camp Lejeune, NC (Attn: MTU)

Subj: DETAIL ROSTER

Ref: (a) MCO 3574.2_
(b) WTBnO 3000.3B

1. Per the references, the following detail roster is submitted for the period of **DATE OF COURSE**.

LAST NAME	INT	RANK	MEAL CARD #	FULL EDIPI	RIFLE SERIAL #	M9 SERIAL #	RCO Serial #	PEQ #	PVS #
STOCK WEAPON									
STOCK WEAPON									
STOCK WEAPON									
STOCK WEAPON									
Total Shooters		0			<div style="border: 1px dashed black; padding: 10px; text-align: center;"> Select the "0" Right click and select "Update Field" </div>				
Total Meal Cards		0							
Total RCO'S		0							

Select the "0"
Right click and select "Update Field"

2. All RCOs will be checked for serviceability, operability, and cleanliness to include but not limited to: adjustment turrets, the correct number of under screws to include the proper lock tight on them.

3. All Marines assigned to this detail understand this course is their appointed place of duty, and weapons will not be released from the armory until the course is complete.

COMMANDING OFFICER SIGNATURE

Disenrollment Procedures

1. Students may be subject to disenrollment from the course at any time at the discretion of the MTU OIC. Prior to disenrollment the Marine's unit will be telephonically notified of the reason the Marine is being disenrolled and to expect the Marine to report back IMMEDIATELY with a letter to the Commanding Officer explaining why the Marine was disenrolled. Students may be dismissed for reasons including but not limited to the following:

a. Not checking into the course with the correct forms and prescribed gear.

b. Integrity violations, to include cheating on any written or performance examinations.

c. Physical and medical problems that preclude the Marine from participating in required training evolutions.

d. Marines are not authorized to take annual leave during the course.

e. Failure to meet the marksmanship standards of the course. Students must fire a score of 200 or greater on Table 1A and a score of 80 or higher score on Table 2 with the service rifle. A Marksman or higher score with the M9 service pistol is required. Also, completion of the course of fire for Tables 3 through 6 in accordance with reference (a) is required.

f. Failure of exams. Students will be afforded the opportunity to remediate each written exam during Combat Marksmanship Coach Course and Combat Marksmanship Trainer Course. The score from the first attempt will count toward the student's overall class average. Failure of the same exam twice will be cause for disenrollment. Any three exam failures will also be a cause for disenrollment.

(1) The initial failure of a written or performance exam will result in a counseling conducted by the squad instructor. The student will be given additional remediation training and then retested.

(2) The failure of a retest will result in a counseling conducted by the Chief Instructor and disenrollment from the respective course. The Marine's parent command will be notified of the academic failure and disenrollment procedures will begin.

(3) Upon failure of a third written or performance exam, the Marine will receive a counseling from the SNCOIC and disenrollment from the respective course. The Marine's parent command will be notified of the academic failure and disenrollment procedures will begin.

g. Any unauthorized absence, for any period of time, will result in disenrollment from the CMT or CMC course.

h. Students who demonstrate unprofessional or disrespectful behavior towards MTU Staff will be disenrolled from the course at the discretion of the MTU OIC or SNCOIC.

i. Disenrollment Actions. If the MTU OIC determines that a student is to be disenrolled from the course, the following actions will be taken:

- (1) Telephonically notify the Marine's unit.
- (2) Ensure that the Marine is properly checked out of WTBN to include Supply, Armory, and Billeting.
- (3) Generate a disenrollment letter, from the WTBN Commanding Officer, addressed to the Marine's Commanding Officer detailing the reason for disenrollment.